



## GALLATIN COUNTY

### Land Use Permit Information

#### PURPOSE

---

Gallatin County contains several zoning districts which have been created by citizens and governing bodies for purposes of establishing comprehensive development plans or growth policies, with corresponding zoning regulations which implement their goals.

In order to ensure that development occurs in accordance with applicable zoning regulations, a **Land Use Permit** is required prior to the construction of any structure within the County's zoning districts:

- Bear Canyon
- Bridger Canyon
- East Gallatin
- Gallatin Canyon /Big Sky
- Gallatin County /Bozeman Area ("Donut")
- Hebgen Lake
- Hyalite
- Middle Cottonwood
- Reese Creek
- River Rock
- South Gallatin
- Springhill
- Sypes Canyon #1
- Sypes Canyon #2
- Trail Creek
- Wheatland Hills
- Zoning District #1
- Zoning District #6

\*Bozeman Pass does not require land use permits.

#### PROCESS

---

Prior to excavation and construction:

- **Applicant consults applicable zoning regulation.** Contact a planner at the County Planning Department if you have any questions – (406) 582-3130, 311 W. Main, Room 108.
- **Applicant obtains septic permit** from City-County Environmental Health Department – (406) 582-3120, 215 W. Mendenhall St., Rm. 208, or applicant obtains written permission to connect to community sewer system.
- **Applicant clearly marks property corners and proposed building corners** with flags, stakes, etc. (including garage and deck/porch).
- **Applicant submits required materials** to County Planning Department, to include:
  - ❑ **Land Use Permit Application Form**, completed and signed.
  - ❑ **Building elevation plans, Half Size** (drawn to scale and/or with measurements clearly labeled).

- ❑ **Floor plans**, (no larger than) **Half Size**, including garage, basement, and all finished and unfinished spaces (drawn to scale and/or with outside dimensions clearly labeled).
  - ❑ **Site plan**, (no larger than) **Half Size**, including all existing and proposed structures, decks/porches, driveways, property lines, watercourses and easements (drawn to scale and/or with setback measurements clearly labeled). For commercial projects, additional site plan requirements may apply.
  - ❑ **Other attachments**, based on district-specific requirements, if applicable:
    - ❑ Gallatin Canyon Consolidated Rural Fire District Land Use Permit Form (Gallatin Canyon / Big Sky).
    - ❑ Written approval to connect to Big Sky Sewer and Water District.
    - ❑ Copy of approved septic permit application, or letter giving permission to hook up to a community system.
    - ❑ If structure is manufactured off site, documentation that it meets current HUD codes.
  - ❑ **Application fee**, equal to the greater of \$250 –or– one quarter of one percent (.0025) of the estimated market value of construction (not including land cost). Estimate must be based on total square footage (including garage, deck/porch and all finished and unfinished space). The application fee is double for after-the-fact applications.
- **County Planning Department reviews application materials and makes site inspection.** Inspections are typically performed once per week on a first-come, first-served basis.
  - **County Planning Department notifies applicant whether application was approved/denied.**
  - **Applicant builds structure**, in accordance with the specifications submitted in Land Use Permit application, and in compliance with the requirements of the applicable zoning regulation. (Note: certain zoning regulations provide for the expiration of Land Use Permits if construction is not completed within specified time periods. Refer to applicable zoning regulation for detail.)
- 
- For structures in the following districts, a **Certificate of Compliance/Occupancy** must be issued prior to occupancy. At least two weeks prior to scheduled occupancy, applicant submits an application for a Certificate of Compliance/Occupancy; then the County Planning Department reviews application, makes site inspection, and notifies applicant whether the application was approved or denied.
 

• Gallatin Canyon/Big Sky	• Gallatin County/Bozeman Area (“Donut”)
• Middle Cottonwood	• South Gallatin
• Springhill	• Zoning District #1



**GALLATIN COUNTY**  
**Land Use Permit Application Form**  
**[1/09]**

**1. Property Owner:** \_\_\_\_\_

**2. Site**

Address: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Subdivision/COS: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Other legal description: \_\_\_\_\_

DOR#    06  
          (2)            (4)            (2)            (1)            (2)            (2)            (4)

**3. Zoning**

Zoning district: \_\_\_\_\_ Zoning designation: \_\_\_\_\_

**4. Structure(s)**

Type of structure (new on-site vertical construction, manufactured off-site, new non-vertical poured concrete slab): \_\_\_\_\_

Use of structure (residential, agricultural, commercial, recreational): \_\_\_\_\_

Estimated market value of construction (not including land cost): \_\_\_\_\_

Total square feet (including garage and any unfinished spaces): \_\_\_\_\_

Square feet of living space: \_\_\_\_\_ # of dwelling units: \_\_\_\_\_ # of bedrooms: \_\_\_\_\_

Height (*as defined in zoning regulation*): \_\_\_\_\_

Pitch of main roof: \_\_\_\_\_ Vertical Distance from eaves to ridge: \_\_\_\_\_

Type of foundation: \_\_\_\_\_ Narrowest width of structure: \_\_\_\_\_

Siding: type, color and direction: \_\_\_\_\_

If structure is manufactured off-site, does it meet current HUD codes? \_\_\_\_\_

Description of other structures on this parcel: \_\_\_\_\_

5. **Setbacks** (including deck/porch)

	<u>Minimum</u> (as required by zoning regulation)	<u>Actual</u> (as shown on site plan and as physically staked)
Front property line		
Rear property line		
Side property line		
Side property line		
Public road		
Stream high water mark		

6. **Lot size and coverage**

Lot dimensions: \_\_\_\_\_ Lot frontage on public road: \_\_\_\_\_  
Lot area: \_\_\_\_\_ sq. ft. Lot area to be covered by structure(s): \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

7. **Septic/sewer system** (complete one)

- ☐ Proposed structure is approved by City-County Environmental Health Department.  
Permit number \_\_\_\_\_; approved for \_\_\_\_\_ bedrooms.
- ☐ Proposed structure will be connected to the following community sewer system:  
\_\_\_\_\_

8. **Floodplain**

If any portion of the property is located in a mapped floodplain, provide the following:

- ☐ Copy of the appropriate floodplain map.
- ☐ Documentation from a licensed professional engineer or land surveyor showing the proposed structure is out of the floodplain; or
- ☐ A copy of the approved floodplain development permit.

9. **Required attachments**

- ☐ **Building elevation plans, Half Size** (to scale and/or height measurements labeled).
- ☐ **Floor plans, Half Size** (drawn to scale and/or with outside dimensions labeled).
- ☐ **Site plan, Half Size** (including all existing and proposed structures, decks/porches, driveways, property lines, watercourses and easements (drawn to scale and/or with setback measurements labeled).
- ☐ **Other attachments**, septic permit, certification that structure meets current HUD codes, etc., based on district-specific requirements, if applicable.
- ☐ **Application fee.**

10. **Preparation for inspection by County Planning Department staff**

- ☐ All corners of proposed structure are clearly marked.
- ☐ All property corners are clearly marked.

## 11. Contact information

**Property owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Architect:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### —AGREEMENT—

The undersigned hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the plans and specifications submitted in this application and in compliance with the requirements of the applicable zoning regulation.

Property Owner signature \_\_\_\_\_

\_\_\_\_\_ Date